

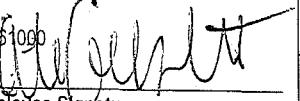
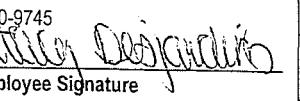
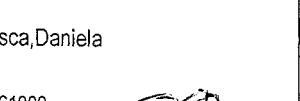
ector's Signa.

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employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

| Employee Name: | | Sunday 01/23/11 | | Monday 01/24/11 | | Tuesday 01/25/11 | | Wednesday 01/26/11 | | Thursday 01/27/11 | | Friday 01/28/11 | | Saturday 01/29/11 | |
|---|----------------------------|-----------------|--|-----------------|-------|-----------------------------------|-------|--------------------|------|-------------------|-------|-----------------|-------|-------------------|--|
| brett,Kate  Employee Signature | Day: In - Out | | | 7:15 | 3:15 | 8:15 | 3:15 | | | | | | | | |
| | Lunch: Out - In | | | 12:00 | 12:30 | 12:00 | 12:30 | | | | | | | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | |
| cument exceptions or comments, indicate type and count. | | | | | | 1W Vacay ✓ | | SIE 7.5 ✓ | | SIF 7.5 ✓ | | Vacay 7.5 ✓ | | | |
| jardins, Stacey  Employee Signature | Day: In - Out | | | 8:35 | 4:35 | 8:30 | 4:30 | 9:15 | 2:45 | | | | | | |
| | Lunch: Out - In | | | 12:00 | 12:30 | 12:00 | 12:30 | — | — | | | | | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | |
| cument exceptions or comments, indicate type and count. | | | | | | 2.0 SIC ✓ | | PER 7.5 ✓ | | | | | | | |
| okhan, Annie  Employee Signature | Day: In - Out | | | 6:45 | 3:00 | 6:45 | 4:00 | 6:45 | 2:45 | 6:45 | 3:45 | 6:45 | 4:55 | | |
| | Lunch: Out - In | | | 12:00 | 12:30 | 12:00 | 12:30 | | | 12:00 | 12:30 | 12:00 | 12:30 | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | |
| cument exceptions or comments, indicate type and count. | | | | OT 1.25 ✓ | | Maleen Dismiss | | OT 1.0 | | OT 1.0 | | Middlesex Sup ✓ | | | |
| asca,Daniela  Employee Signature | Day: In - Out | | | 6:45 | 4:45 | 6:45 | 3:00 | 6:45 | 2:45 | | | | | | |
| | Lunch: Out - In | | | 1:00 | 1:30 | 1:00 | 1:30 | 1:30 | 2:00 | | | | | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | |
| cument exceptions or comments, indicate type and count. | | | | OT 2hr ✓ | | Brighton Court 12:00 - 3:00 | | SIC 7.5 hr. ✓ | | Middlesex Sup | | | | | |

Employee's Signature:

C. Halemi

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: January 29, 2011

| Employee Name: | | Sunday 01/23/11 | Monday 01/24/11 | Tuesday 01/25/11 | Wednesday 01/26/11 | Thursday 01/27/11 | Friday 01/28/11 | Saturday 01/29/11 |
|---|----------------------------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|-------------------|
| Walter, Lisa | Day: In - Out | | 6:45 2:45 | 6:55 2:55 | 6:45 2:45 | 7:00 2:45 | 6:45 2:45 | |
| | Lunch: Out - In | | 12:00 12:30 | 12:00 12:30 | 12:00 12:30 | 12:00 12:30 | 12:00 12:30 | |
| | Outside Duty: From - To | | | | | | | |
| Employee Signature: <i>Lisa Wagner</i> | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | |
| Walter, Michael | Day: In - Out | | 8:30 8:00 | 8:40 7:45 | 6:00 7:45 | | 8:15 8:25 | 7:00 5:30 |
| | Lunch: Out - In | | 1:20 1:50 | 2:15 2:45 | | | 1:45 2:15 | 3:00 2:00 |
| | Outside Duty: From - To | | | | | | | |
| Employee Signature: <i>Michael Walter</i> | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | |
| Medina, Nicole | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| Employee Signature: <i>Nicole Medina</i> | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | |
| Brien, Elisabeth | Day: In - Out | | 7:30 4:35 | 8:00 12:00 | 7:35 3:05 | | 7:40 2:40 | |
| | Lunch: Out - In | | 11:30 12:00 | — | 11:30 12:00 | | 11:30 12:00 | |
| | Outside Duty: From - To | | | | | | | |
| Employee Signature: <i>Elisabeth Brien</i> | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | |

ector's Signature:

C Palermo

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: January 29, 2011

| Employee Name: | | Sunday 01/23/11 | | Monday 01/24/11 | | Tuesday 01/25/11 | | Wednesday 01/26/11 | | Thursday 01/27/11 | | Friday 01/28/11 | | Saturday 01/29/11 | | |
|--|----------------------------|-----------------|--|-----------------|-------|------------------|-------|--------------------|-------|-------------------|--|-----------------|------|-------------------|-----|-----|
| lips, Gloria 61000 Employee Signature: Gloria Phillips | Day: In - Out | | | | | | | 8:30 | 4:30 | | | | | | | |
| | Lunch: Out - In | | | | | | | 12:00 | 12:30 | | | | | | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | | | | | | | | | |
| o, Peter 61000 Employee Signature: Peter | Day: In - Out | | | 645 | 745 | 645 | 745 | 645 | 600 | | | | 645 | 645 | 650 | 530 |
| | Lunch: Out - In | | | 12 | 12:30 | 12 | 12:30 | 12 | 12:30 | | | | 12 | 12:30 | 130 | 200 |
| | Outside Duty: From - To | | | | | | | | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | | | | | | | | | |
| nczkowski, Daniel 61000 Employee Signature: Daniel | Day: In - Out | | | 650 | 450 | 650 | 250 | 730 | 330 | | | | 730 | 330 | | |
| | Lunch: Out - In | | | 1200 | 1230 | 1200 | 1230 | 1200 | 1230 | | | | 1200 | 1230 | | |
| | Outside Duty: From - To | | | | | | | | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | | | | | | | | | |
| rague, Shirley 61000 Employee Signature: Shirley | Day: In - Out | | | 920 | 515 | 930 | | | | | | | | | | |
| | Lunch: Out - In | | | 1130 | 1200 | 100 | 130 | 100 | 130 | | | | 100 | 130 | 100 | 130 |
| | Outside Duty: From - To | | | 145 | 233 | | | | | | | | | | | |
| Document exceptions or comments, indicate type and count. | | | | | | | | | | | | | | | | |

Director's Signature:

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: January 29, 2011

William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: January 24 - January 28, 2011

of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate added to comp time balance
(if OT rate, complete below)

OT Account: 4516-1000

Approval:

Supervisor: Chalani Date: 1/27/11

Department Head: Julie Hanif Date: 1/27/11

Denial reason: _____

| Name | Employee ID# | Overtime earned | Name | Employee ID # | Overtime earned |
|------------------|--------------|-----------------|------|---------------|-----------------|
| Annie Dookhan | 275153 | 3.25 | | | |
| Daniela Frosca | 341343 | 2.0 | | | |
| Michael Lewicki | 120459 | 16.5 | | | |
| Pete Piro | 138624 | 24.0 | | | |
| Daniel Perzynski | 2917673 | 2.0 | | | |